



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Boarding House Cook - Weekend

Job Description

Name:

Salary:

NJC Salary Scale 2 fixed point 3 £18,065 pro rata

Hours:

35 hours per week - term time plus 1 week

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

Relationships

1. The post-holder reports to the School Business Manager, Catering Manager and Cook in Charge
2. The post holder will work closely with the Catering Manager and Cook in Charge

Purposes of the Post

1. To cook for students at the boarding house
2. To assist in maintaining a consistently high level of health and safety
3. To assist in maintaining a consistently high level of cleanliness
4. To assist in maintaining good order both within the kitchen areas and dining areas at all times

Essential personal qualities and skills

- Skilled cooking with a full range of meals
- Consistently high level of health and safety
- Consistently high level of cleanliness

Main Responsibilities	Expected Standards
<ul style="list-style-type: none">• Skilled cooking activities connected with the full range of meals, for preparation of menus, portion control and the provision of special dietary and cultural meals where appropriate• Record keeping and stock control• Organisation of and control of:<ul style="list-style-type: none">- The serving of food.- Hygiene, health and safety in the kitchen/dining area- Washing up	<ul style="list-style-type: none">• To cook to a high standard with a variety of meals• Keep records accurate• Maintain high levels of health and safety• Maintain high levels of cleanliness

<ul style="list-style-type: none"> - Setting out and clearing away equipment, tables and chairs - Cleaning kitchen and dining area together with surrounds and equipment - Service points included transported meals, where applicable • Any other business as directed by persons/in charge as might reasonably be expected • Become fully involved in all aspects of merchandising and marketing of the service 	
General	
Self-Development <ul style="list-style-type: none"> • To continually seek development opportunities in order to improve personal performance 	<ul style="list-style-type: none"> • CPD co-ordinator is advised of training needs • Development opportunities are sought and acted upon
First Aid <ul style="list-style-type: none"> • To maintain a regular first aid qualification • To be available as required to provide first aid for students or staff as part of a team of first aiders 	<ul style="list-style-type: none"> • First aid is prompt, sympathetic and effective
Dress and Appearance <ul style="list-style-type: none"> • To maintain the highest standards of smart business dress • To sustain a pleasant and co-operative demeanour at all times 	<ul style="list-style-type: none"> • A positive image is portrayed at all times
Attitude <ul style="list-style-type: none"> • To act as a professional and positive ambassador for Dallam in order to support the school's mission and profile 	<ul style="list-style-type: none"> • Positive / constructive feedback from parents / students / visitors / colleagues / supporters. • High level of self-motivation and encouragement of others
Policy Promotion <ul style="list-style-type: none"> • To actively promote the school's Equal Opportunities, Health & Safety, Data Protection policies to ensure that the college operates effectively and fairly in line with legislative requirements 	<ul style="list-style-type: none"> • Low level of complaints received • Positive working culture is demonstrated • Positive feedback from performance management • Positive feedback from H & S audits
Child Protection <ul style="list-style-type: none"> • To adhere to the school's Child Protection and safeguarding procedures 	<ul style="list-style-type: none"> • Procedures followed • Low level of complaints due to breach of procedures
Confidentiality <ul style="list-style-type: none"> • To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people 	<ul style="list-style-type: none"> • Low level of complaints due to breach of confidentiality • Demonstration of actions to protect confidentiality
Flexibility <ul style="list-style-type: none"> • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation 	<ul style="list-style-type: none"> • Willingness to experiment with new methods and approaches / initiative taken • Enthusiasm towards changing circumstances

**Dallam School is committed to developing the skills of its people. If you have any query about
you own personal development, please speak to your line manager.**

Signed: (Post Holder)

Signed (Line Manager)

Date.....

The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.
